

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Logistics Services Division, OL
[REDACTED]
Headquarters Building

EXTENSION

NO.

DATE

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. EO/OL
[REDACTED] Ames Building

2.

3. Director of Logistics
[REDACTED] Ames Building

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

LSD has funds in project account #1073 in the amount of \$5,000 reserved for the Headquarters reception room. However, project account #1102 needs funds to cover the estimated renovation cost of the room in the amount of \$15,000

This has not been coordinated with the Director of Security.

STATINTL

Jim:
This is your copy.
I have:
a. Notified LSD that Security has concurred.
b. Written a supporting memo, a copy of which I'll send you as soon as it's typed.
Jack S.

6 December 1972

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : Refurbishment of Main Reception Room

1. On recommendation of the Fine Arts Commission, the Office of Logistics was good enough to budget \$10,000 for expenditure for FY 73 for refurbishment of the Main Reception Room. It is my understanding that this budget was approved by the Executive Director-Comptroller.

2. We are now at a point where we wish to carry out the actions necessary to the refurbishment. The Fine Arts Commission has had under discussion with [REDACTED] the Agency consultant, the decor of this room. We are agreed on the following:

- a. Rug - standard Agency rug.
- b. Ceiling - paint it the brown of the Rendezvous Room and the Executive Dining Room.
- c. Remove present lighting and introduce can lights similar to those in the Executive Dining Room; also, install eight wash lights, lights which are placed and designed to illuminate pictures on walls.
- d. Remove the credenza and desk on the far left as you enter the room (which Security agrees is not functionally required).
- e. Move the pay telephone to the corridor, install the house telephone on the wall as shown on chart, and install can lights in cubicle with sofa beneath, other chairs to be added in that area making a group (see drawing attached).
- f. Establish two other groups for seating per the diagram.
- g. Furniture requirement would be to purchase Knoll furniture (off-schedule) in keeping with the attached illustration. Justification for going off-schedule: Federal schedule equivalent furniture,

SUBJECT: Refurbishment of Main Reception Room

though cheaper, is much too small for this large public room. As in the Library and the Executive Dining Room, where we also use the larger scale and better constructed Knoll furniture, we would be going off schedule for a public area not for an individual and therefore should be less subject to later complications in the Agency or from the outside.

h. Substitute in the three interview rooms three circular tables comparable to the one in Mr. Colby's office with three chairs (Gunlock standard) with colored fabrics.

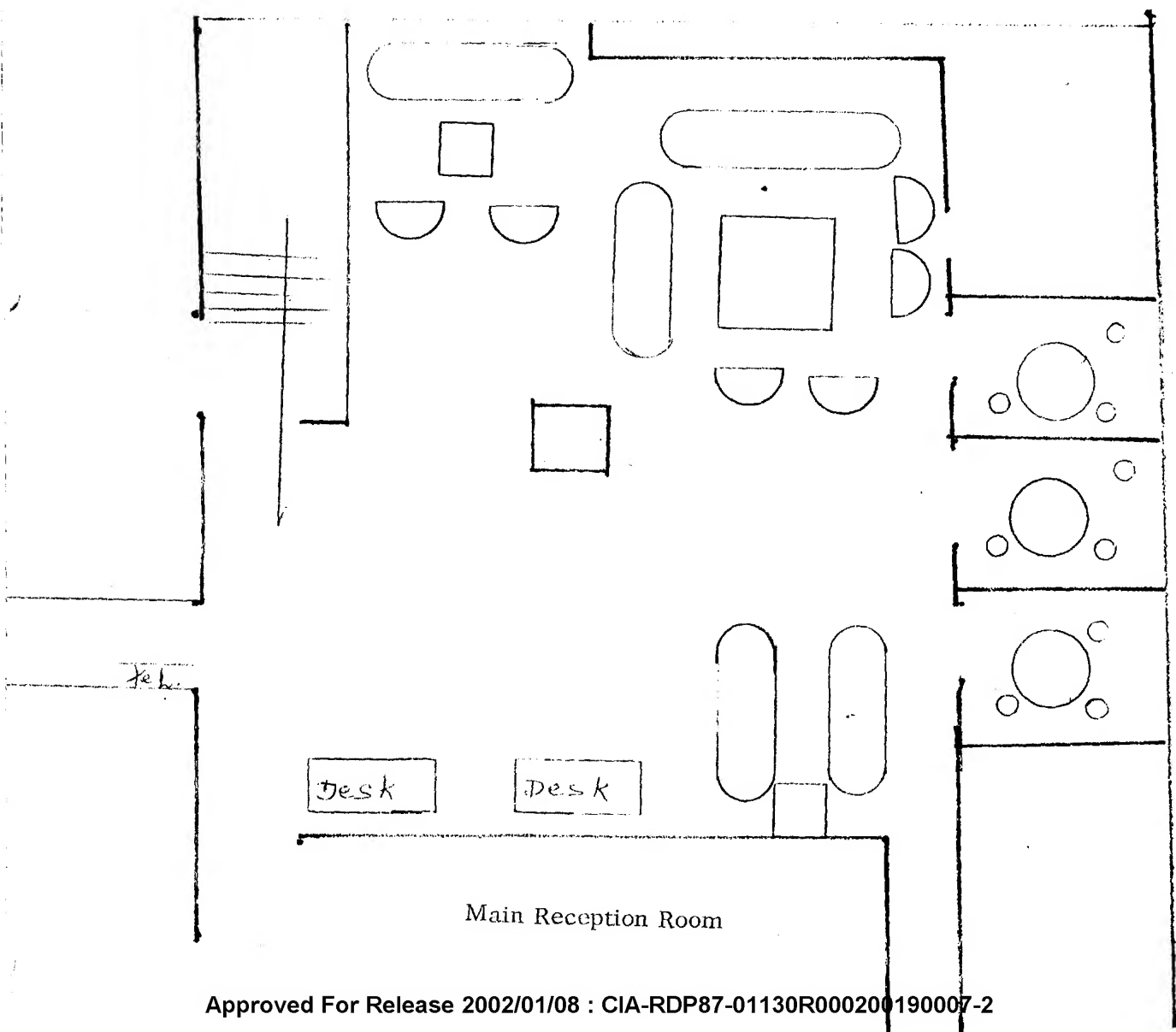
3. Recommendation: That at the convenience of the DD/S the Addressees and the Chairman FAC with members of LSD meet to discuss this proposal, hopefully leading to approval by the DD/S for forwarding to the Executive Director-Comptroller for approval.

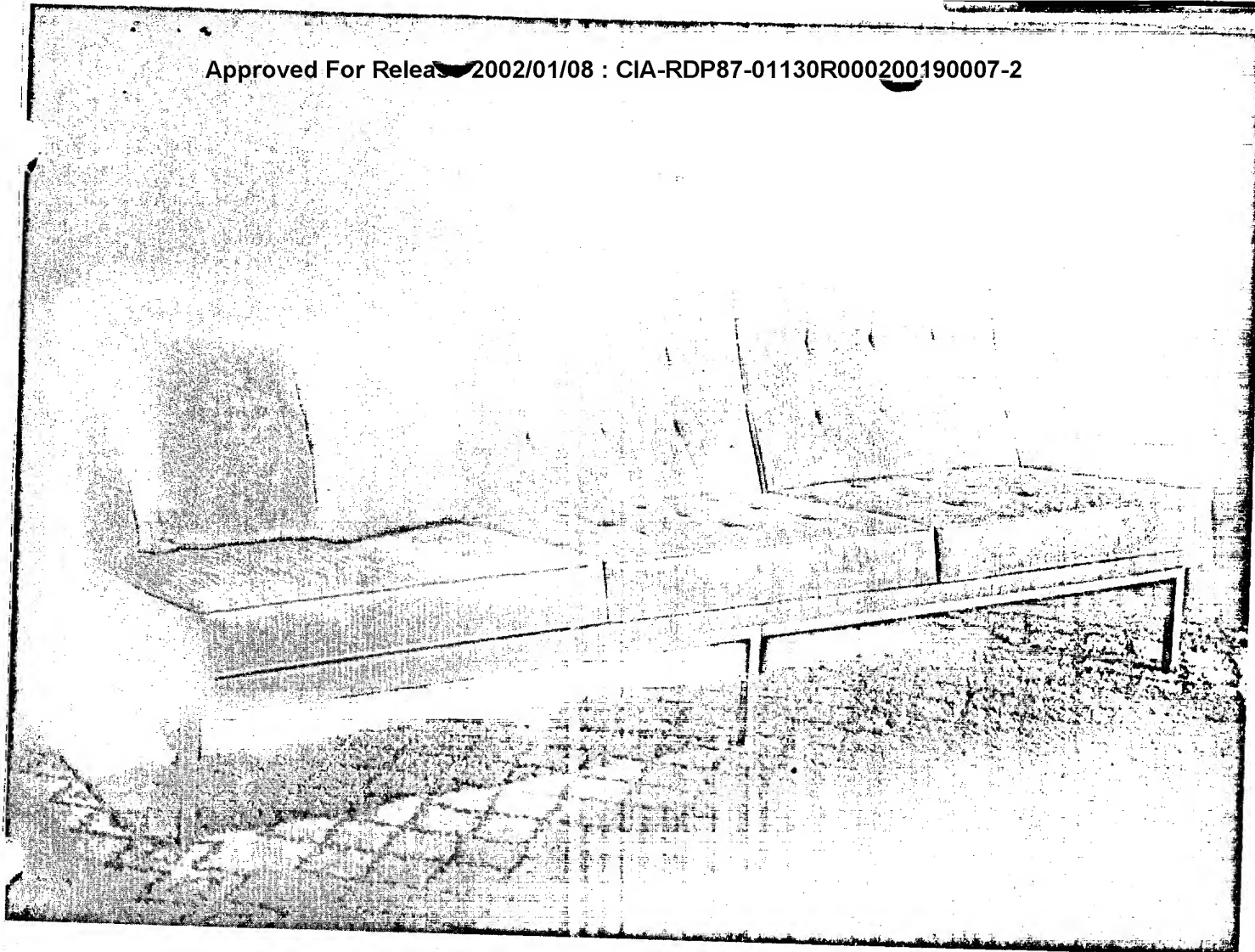
STATINTL



Chairman
Fine Arts Commission

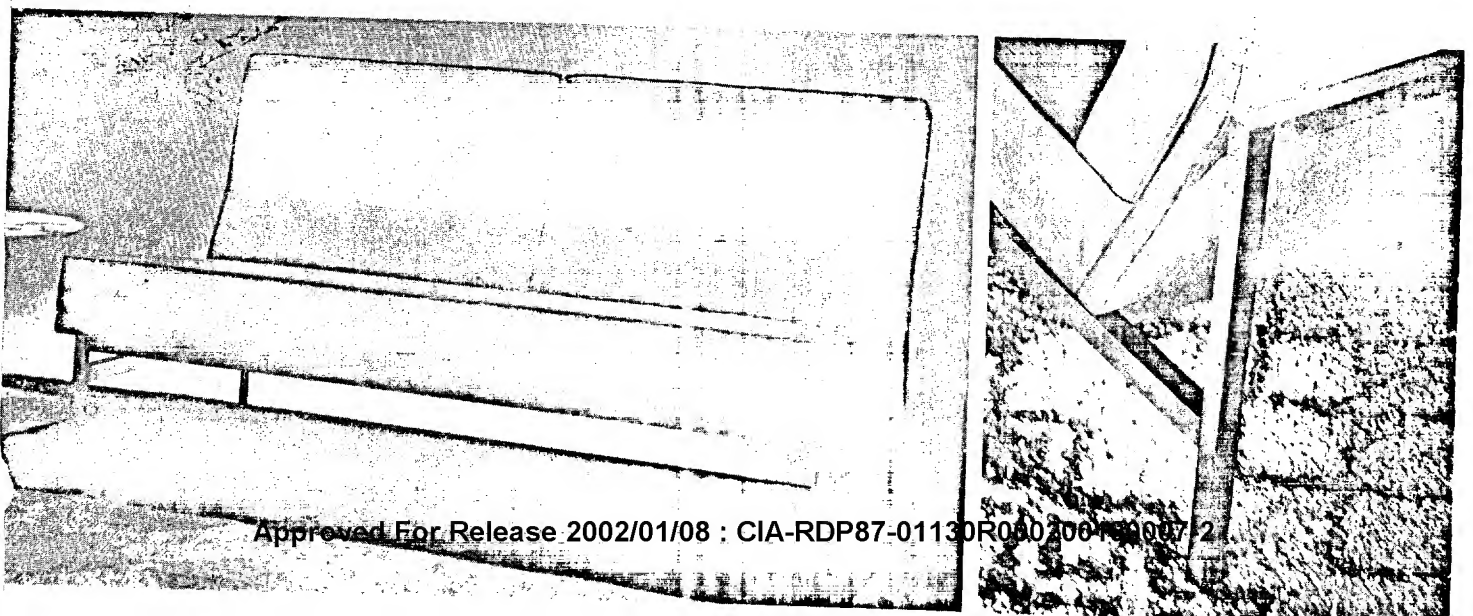
HEADQUARTERS MAIN LOBBY

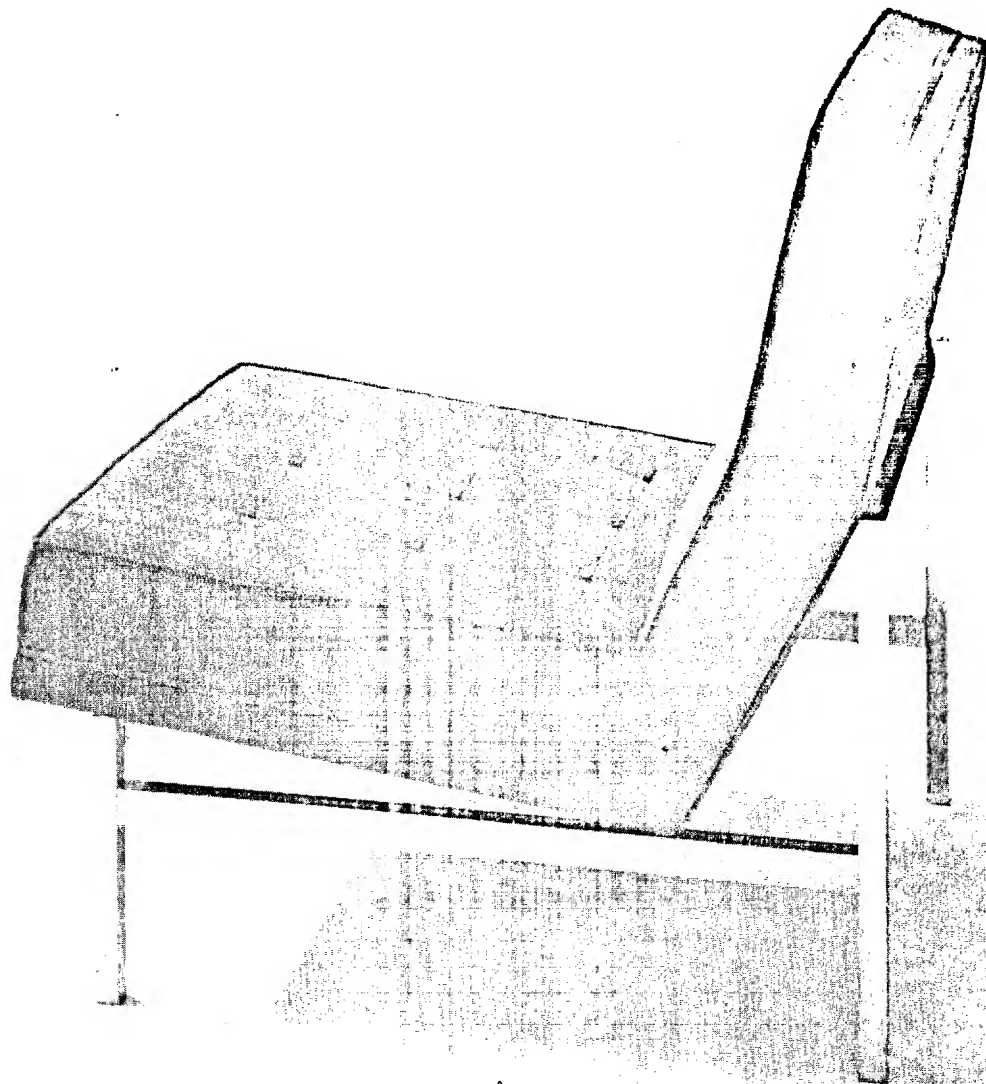




FLORENCE KNOLL, DESIGNER

2553BC SOFA. W84", D31", H30".
Square tubular steel base, brushed chrome finish. Other finishes available.
2552BC SETTEE. W56", D31", H30".

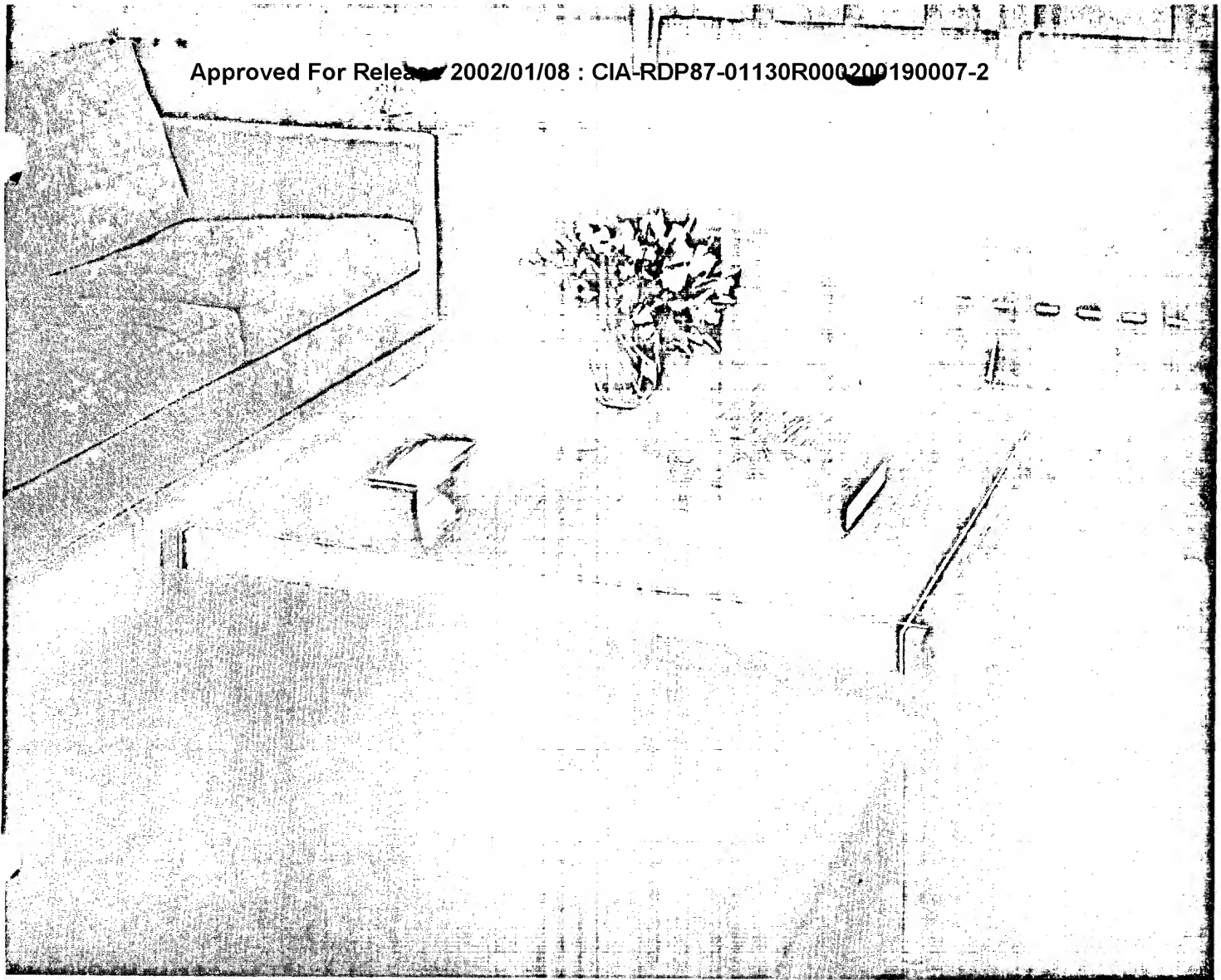




FLORENCE KNOLL, DESIGNER

2551 LOUNGE CHAIR. W24", D31", H30".

Square tubular steel base, brushed chrome finish. Other finishes available.



3454RPC COFFEE TABLE. W40", D40", H16".

Square steel base, polished chrome finish. Other finishes available. Rosewood top with chrome detail, available in a variety of finishes and materials.

3452RPC (Not shown) COFFEE TABLE. W48", D26", H16".
Same description as No. 3454.